



# CITY OF HOUSTON

## Job Posting

	SL/CMD
1	<b>Applications accepted from:</b> ALL PERSONS INTERESTED
2	<b>Job Classification</b> SENIOR RIGHT-OF-WAY APPRAISER
3	<b>Posting Number</b> PN# 112277
4	<b>Department</b> Department of Public Works & Engineering
5	<b>Division</b> Planning & Development Services Division
6	<b>Section</b> Real Estate Branch/Appraisal Section
7	<b>Reporting Location</b> 611 Walker *
8	<b>Workdays &amp; Hours</b> M - F, 8 a.m. - 5 p.m.*
	*Subject to change
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> Schedules staff appraisals and recommends current market value for real property in which the city has an interest, including acquisition, disposal, ownership, leasehold, exchange or any other interest. Prepares real estate appraisals, feasibility studies and other related specialized investigations involved in the acquisition, leasing, and disposal of real property for municipal purposes. Recommends lease values for properties owned and/or considered for use by the City. Prepares appraisals of easements, streets, alleys, fee-owned land, condemned and abandoned houses/structures and other property interests. May review and evaluate the work products of other staff appraisers. Aids and consults with staff appraisers regarding complex assignments. Reviews the work products of independent fee appraisers; recommends market value to be used in City acquisition of property.
10	<b>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</b> Ability to communicate effectively, both orally and in writing with other professionals and the general public. This position occasionally requires stooping and bending. Occasional very light lifting of up to 20 pounds may be required. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions.
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> An Associate's degree in Real Estate, Business Administration, or related field is required.
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Two (2) years of experience in real estate appraisal and/or land acquisition is required.
13	<b>MINIMUM LICENSE REQUIREMENTS</b> Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).
14	<b>PREFERENCES</b> Preference will be given to applicants with public sector appraisal and appraisal review experience, experience utilizing Microsoft Office applications (i.e. Word, Excel, PowerPoint) and strong commercial/industrial appraisal and/or brokerage experience.
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None However, the Department may administer a skill assessment evaluation.
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><b>Salary Range - Pay Grade 19</b> \$1,094 - \$1,558 Bi-weekly      \$28,444 - \$40,508 Annually</div>
18	<b>OPENING DATE</b> August 2, 2006
19	<b>CLOSING DATE</b> Open Until Filled
20	<b>APPLICATION PROCEDURES</b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer